

December 11, 2013

MINUTES OF A REGULAR MEETING OF THE TORRANCE CABLE TELEVISION ADVISORY BOARD.

1. CALL MEETING TO ORDER:

The Torrance Cable Television Advisory Board convened in a regular meeting on Wednesday, December 11, 2013, at 7:03 p.m. in the Multipurpose Room located in the Stanley E. Remelmeyer Telecommunications Center.

2. ROLL CALL:

Present: Commissioners Brennan, De Rago (7:07 p.m.), Gow, Kellogg, Ozenne, and Chairman Frantz

Also Present: Cindy Hibbard, Secretary
Don Fefie, TCtv Coordinator
Michael D. Smith, Cable & Community Relations Manager

Excused: None

Absent: None

3. FLAG SALUTE:

The salute to the flag of the United States of America was led by Commissioner Ozenne.

4. MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA:

MOTION: *Commissioner Brennan moved to accept and file the report of the City Clerk on posting of the agenda for this meeting. This motion seconded by Commissioner Gow, carried with an aye vote.*

5. ANNOUNCEMENT OF WITHDRAWN OR DEFERRED ITEMS - NONE

6. APPROVAL OF MINUTES

A) November 9, 2013

MOTION: *Commissioner Brennan moved to approve the minutes of November 9, 2013. This motion seconded by Commissioner Ozenne, motion carried with an aye vote.*

7. SCHEDULED BUSINESS:

A) Community Matters – NONE

B) Committee Reports

1) Producer Incentive 11/20/13

The Committee to develop and complete a monthly Producer Get-Together schedule. The committee discussed several possibilities for the 2014 year Producer Get-Together events. A partial schedule was created and approved by the committee.

The Commission discussed the minutes at length.

MOTION: *Commissioner Ozenne moved to accept the Producer Incentive Committee Minutes for November 20, 2013. This motion seconded by Commissioner De Rago, motion carried with aye vote.*

2) TCtv Awards – NONE

3) Operating Policies and Procedures – 12/03/13

The Committee met to develop and provide informal Rules of Order for the Cable Television Advisory Board and Committees. The committee discussed several possible changes that would be specific to this committee. The committee created a draft for the Commission to consider.

MOTION: *Commissioner Ozenne moved to accept the Operating Policies and Procedures Minutes for December 3, 2013. This motion seconded by Commissioner Gow, motion carried with aye vote.*

C) Report of the Community Television Center – November, 2013

Staff provided an overview of the facility usage highlighting producer projects and programming submitted.

Brief discussion followed.

MOTION: *Commissioner Ozenne moved to accept the Torrance Community Television Center Reports for November 2013. This motion seconded by Commissioner Kellogg, motion carried with aye vote.*

D) Report of Legislative and Cable Related Activities

Manager Smith summarized the following:

As deal speculation continues to swirl around Time Warner Cable, the second largest cable operator in the country has slipped in terms of customer satisfaction according to a recent survey by brand perception research company YouGov BrandIndex.

Time Warner Cable confirmed that it is beginning to offer subscribers a \$29.99 monthly subscription bundle that includes local broadcast channels and HBO.

Charter Communications stock dipped more than 2% (\$3.19 each) in early trading Tuesday after CEO Tom Rutledge told CNBC that the cable operator didn't need acquisitions to grow.

Consumers want to choose the channels they get from their pay-TV providers but such a move would not only undermine the business model for media companies, it could also lead to higher prices for customers, according to a new report by Needham & Co.

House Republicans said they were launching an effort to rewrite communications law that has been outstripped by technology and innovation.

Brief discussion followed.

MOTION: *Commissioner De Rago moved to accept the Legislative and Cable Related Report for November 2013. This motion seconded by Commissioner Gow, motion carried with aye vote.*

E) Old Business

- 1) **A recommendation from the Cable & Community Relations Manager that the Cable Television Advisory Board discuss the replacement of carpet and furniture in the Telecommunications Center.**

Overview provided by Manager Smith. The flooring installation was completed on November 23, 2013.

TCtv Lobby couch and chair along with Classroom area chairs were delivered and assembled the last week in November. Total cost for commercial furniture (couch and 3 chairs was \$3,861.51. All of the 30-year old furniture has been repurposed by another City department.

General Services has obtained two proposals and await a third to paint the rest of the interior of the Center.

Brief discussion followed.

MOTION: *Commissioner Brennan moved to accept and file this report. This motion seconded by Commissioner De Rago, motion carried with aye vote.*

F) New Business

- 1) **A recommendation from the Cable & Community Relations Manager that the Chairperson appoint one new member to the Producer Incentive Committee.**

MOTION: *Commission Brennan moved to appoint Commissioner Kellogg as a member, Commissioner Gow seconded, carried with a unanimous vote.*

2. A recommendation from the Operating Policy and Procedures Committee that Commission (a) adopt, strictly as a reference with no binding authority, the Commission Procedural Guide, and (b) assign to the Policy and Procedure Committee responsibility for proposing updates and revisions to the Guide as necessary, so that it can continue to be a useful resource to new members.

Chairman Ozenne provided an overview of the Guide for the Commission.

Discussion followed.

MOTION: *Commission Ozenne moved to accept the recommendation to adopt the Commission Procedural Guide and forward to the City Council, Commissioner Gow seconded, carried with a unanimous vote.*

8. ADDENDUM MATTERS - NONE

9. ORAL COMMUNICATIONS:

- A) Commissioner Ozenne thanks for everyone for help with the Commission Procedural Guide.
- B) Commissioner Ozenne announced the birth of Gabrielle Marie Ozenne, December 5, 2013, 6lbs, 10oz.
- C) Commissioner Gow brought in a Time Warner Digital Adapter for everyone to inspect.
- D) Commissioner De Rago thanked Commissioner Ozenne for his service to the Commission.
- E) Commissioner Brennan wished everyone a Merry Christmas and Happy New Year.
- F) Coordinator Fefie also wished everyone a Merry Christmas and Happy New Year.
- G) Manager Smith also wished everyone a Merry Christmas and Happy New Year.
- H) Chairman Frantz also wished everyone a Merry Christmas and Happy New Year.
- I) Chairman Frantz also thanked Commissioner Ozenne for his service to the Commission.

10. ADJOURNMENT:

Chairman Frantz adjourned the meeting of December 11, 2013 at 8:26 p.m., to reconvene on January 8, 2014, Wednesday, at 7:00 p.m.

Respectfully submitted,



Michael D. Smith
Cable & Community Relations Manager

Roll Call: Brennan ☐ De Rago ☐ Gow ☐ Kellogg ☐ Ozenne ☐ Frantz ☐